

POST TITLE	EVENT PUBLIC SAFETY OFFICER
DIRECTORATE	Culture & Wellbeing
SERVICE	Place
RESPONSIBLE TO	EVENTS AND PUBLIC SAFETY MANAGER
NUMBER OF POST HOLDERS	2
ACTING UP/ SECONDMENT	

PURPOSE OF JOB

- To provide specialist event and venue safety advice for all events and venues within Edinburgh on behalf of the City of Edinburgh Council. To contribute to a productive and proactive team that works collaboratively as part of the wider culture strategy development and delivery team and with colleagues across the Council and with external stakeholders to maintain and development Edinburgh's reputation as a vibrant and sustainable world leading cultural capital.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Contribute to the safe and effective delivery of events across the city, often working closely with venue owners and managers to ensure effective arrangements are in place.
- Assist in management of special projects in respect of public, event or venue safety.
- Process applications and carry out assessments and inspections relating to public, event and/or venue safety.
- Provide specialist advice in relation to sports ground safety, event and venue safety ensuring that advice is up to date and follows all relevant legislation, best practice and industry guidance.
- Carry out duties relating to the Council's Event Planning and Operations Group (EPOG) and Safety Advisory Group (SAG) processes, including minuting/recording of meetings, chairing and coordination of meetings and stakeholder engagement.
- Carry out duties to ensure the Council adheres to its statutory responsibilities relating to Safety at Sports Grounds, including processing safety certificate applications, undertaking site inspections and spot checks of stadia and regulated stands, as well as certifying stadia and regulated stands.
- Liaise with other Council functions as appropriate in relation to ensuring event and venue safety.
- Develop, enhance and maintain partner relationships with key stakeholders, including emergency services, event organisers and other city stakeholders.
- Support planning and delivery of a number of civic and public events for the city.
- Responsible for the effective delivery of excellent public services to our customers
- Assist in preparation and design of presentational materials and reports.
- Support team working within own area of expertise and across the wider environment in which the post holder operates.
- Assist in ensuring effective delivery of events in venues across the city.
- Assist in the preparation and content of reports, other documents, briefings, presentations and FOIs for Council meetings, external agencies, senior officers, including the Council Leadership Group and the relevant committees as well as business and stakeholder groups.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- This work will require innovative and imaginative skills, and sensitivity to deal with the range of issues and in the resolution of problems while bearing in mind existing guidelines and policy. This will include written work, investigative analysis, partnership development, planning, and initiative.
- The post will require knowledge and skills in a range of related professional disciplines. They will also have acquired knowledge and skills in a particular area of event and venue safety.
- This will usually mean the post holder is qualified to degree level in a relevant discipline or have equivalent demonstrable relevant experience. Alternative qualifications (e.g. National Examination Board in Occupational Health and Safety (NEBOSH) or HND) with experience of event and venue safety management will also be considered.
- The post will represent the Council to a range of external stakeholders and should present a positive impression of the Council. The post will be expected to provide professional advice to internal and external stakeholders which can have a significant impact on the Council's reputation. This will include dealing diplomatically and tactfully to resolve disagreements or disputes and may also involve mediating between stakeholders or groups with opposing views which will require careful handling, negotiation and compromise (up to 10%).
- The post will also provide expert advice and guidance to events and venues within the city including offering ideas for alternative methods of compliance to customers. Complex or challenging discussions will be referred to the senior officer or operations manager as appropriate.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- Due to the nature of working with multiple events, stakeholders. the postholder will need to be able to work under pressure, with frequent deadlines and competing demands.
- Operational matters requiring an immediate response will normally be dealt with by the postholder and those within their team.
- Although the post may be exposed to some physical demands these will be predominantly within the range of normal office based activities, however work outdoors in all weathers for prolonged periods will be required occasionally if required to represent the Council at large public events. This will sometimes include long periods of walking or standing to monitor events (up to 10%).
- Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal office based activities, however working at events and within crowds may be required occasionally in order to represent the Council at large public events. This may include loud concert environments, in large crowds (where some people may be drunk or aggressive), during site construction phases, working in the evening and in changeable weather conditions (up to 10%).
- Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a council employee.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- The post will be responsible for supervision and guidance of event organisers, venue owners and contractors.
- The post may also be responsible for representing the Council as an Operational (Bronze) commander during large-scale events, making operational decisions relating to event safety in conjunction with multi-agency partners.
- The post may be requested to supervise, direct or check work for colleagues (e.g. meeting minutes).
- The post may occasionally be responsible for briefing internal colleagues and event contractors on the Council's requirements for events.

RESOURCES

- The post holders will jointly disburse funds for a non-staffing budget of circa £300,000 for the event operations budget.
- The post will be expected to maintain accurate records on word and excel of event planning, including ensuring compliance with relevant legislation. This may include personal information and/or confidential security plans.
- The post will be responsible for ensuring the proper operation of Council equipment during events (e.g. radios, welfare provisions, hostile vehicle mitigation measures).

HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).

NB: The total length of the JD should be 2 pages. It is therefore important to be concise when summarising the duties and requirements of the post